

	<h2 style="text-align: center;">KDE Excel Training for Data Stewards</h2> <p>Date: Thursday, July 30, 2015 Time: 9:00 AM – 11:00 AM Location: State Board Room</p>
Training Purpose:	Excel training for data stewards
Training Provided by:	Division of Enterprise Data
Instructor:	Michael Spence

Agenda Items	Concepts Covered
Column Resizing	<ul style="list-style-type: none"> • Discuss default column width • Discuss “masking” data when column width is too narrow • Demonstrate resizing columns and “autofit”
Simple Formulas	<ul style="list-style-type: none"> • Discuss how to write a simple formula to perform basic arithmetic operations • Define a function and demonstrate how to use a function when constructing a formula • Discuss the SUM, AVERAGE, COUNT, MAX, and MIN functions • Demonstrate the Autosum feature • Demonstrate the Auto calculate area in the status bar
Tables	<ul style="list-style-type: none"> • Define a table and discuss data requirements for creating a table • Demonstrate creating a table • Demonstrate formatting options within a table • Discuss sorting data and demonstrate several methods for sorting • Discuss filtering data and demonstrate the autofilter options • Discuss and demonstrate the Total Row option for quick calculations
PivotTables	<ul style="list-style-type: none"> • Define a pivot table and discuss data requirements for creating a pivot table • Discuss pivot table data source and location options • Demonstrate creating a pivot table • Demonstrate altering a pivot table • Demonstrate adding summary calculations to a pivot table • Demonstrate formatting options • Demonstrate drill-down capability and discuss refreshing pivot table data